

Working Hours Policy

Advance TRS is committed to ensuring the health, safety, and wellbeing of all employees, sub-contractors, and those affected by our works. This Working Hours Policy establishes clear guidelines and monitoring practices to manage fatigue risks and ensure compliance with Network Rail, London Underground, and other relevant standards.

Policy Statement

Advance TRS is committed to implementing an effective Hours of Work Policy in accordance with the following requirements:

- Network Rail Company Standards NR/L2/OHS/003 Fatigue Risk Management
- NR/GN/INI/001 (current issue) - Guidance on the Management of Door-to-Door Work & Travel Time
- London Underground QUENSH manual

We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works. Advance TRS will take all measures, as far as is reasonably practicable, to ensure that all employees and workers are aware of and adhere to the guidelines for hours of work.

Working Hours Limits

Advance TRS requires that all employees or workers shall not:

- Work in excess of 12 hours per turn of duty
- Work in excess of 72 hours per calendar week
- Work more than 13 turns of duty in any 14-day period on Network Rail Managed Infrastructure
- Work more than 12 turns of duty in any 14-day period on London Underground Infrastructure

London Underground Requirements

The following limits on working hours for staff working on London Underground are:

- Maximum length of turn of duty is 12 hours.
- As determined by LU or LU's suppliers, the consecutive days that may be worked before a rest period shall be either:
 - 6 consecutive days followed by a rest period of not less than 24 hours.
 - 12 consecutive days followed by 2 consecutive rest days, each of which is not less than 24 hours.
 - Within any 14-day period, 2 rest periods, each of which is not less than 24 hours.

Deviation from the above limits will require a Risk Assessment from the client and will affect the Client's Plant Operators Licence or Principal Contractor's Licence.

Exceedance Triggers

An exceedance trigger shall be declared by Advance TRS when any of these conditions are or might be reached:

- A person exceeds 60 hours of working in a rolling seven-day period. This shall be classed as a **Level 1 exceedance**.
- A person exceeds 72 hours of working in a rolling seven-day period. This shall be classed as a **Level 2 exceedance**.
- A person receives less than 12 hours break between booking off from their shift/period of duty and booking on for their next shift/period of duty.
- A person works more than 12 hours in one shift or period of duty.
- A person works more than 13 consecutive turns of duty in 14 rolling days.
- A person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime or 45 during night-time hours.
- A person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working).
- A person exceeds 14 hours door-to-door.

In the event of an exceedance trigger, Advance TRS will conduct an immediate fatigue risk assessment and implement mitigation measures, such as adjusting schedules, arranging lodging, or reallocating duties.

Travelling Time

All Advance TRS employees and temporary employees holding a Sentinel card or undertaking Safety Critical Work must adhere to the following requirements:

- Travel to and from the site should ideally be included within the 12-hour maximum turn of duty.
- If this is not possible, the total duty time, including travel, must not exceed 14 hours.
- Lodging will be required in all circumstances if travel time exceeds the 14-hour total duty limit.

Unplanned travel delays must be reported to the line manager immediately, and alternative arrangements will be assessed to prevent breaches of this policy.

Monitoring and Feedback

Advance TRS has internal procedures to prevent employees or workers from working excess hours or shifts by monitoring hours worked on a weekly basis. Measurement of the effectiveness of these procedures will be carried out via a continuous monitoring process. Should this monitoring process reveal a departure from the procedures, appropriate action will be taken.

Employees are encouraged to provide feedback on the monitoring process to help identify improvements and ensure compliance with the policy.

Advance TRS Ltd.

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Policy Review

This policy will be reviewed annually as part of the Management Review process to ensure its continued relevance and adequacy. Updates will reflect changes in regulatory standards, best practices, and employee feedback.

Andy Ridout



Managing Director

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